UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

SUBMISSION REQUIREMENTS FOR ELECTRONIC TRIAL EXHIBITS

Introduction

The District of Oregon uses the Jury Evidence Recording System (JERS) for the viewing of electronic exhibits by a jury during deliberations. This document describes the requirements and procedures parties and counsel are to follow when submitting electronic trialexhibits to the Court. To facilitate the use of JERS, parties and counsel should plan how exhibits may be prepared for electronic submission before they begin the discovery process and as they prepare exhibits for trial. Physical exhibits are to be handled in accordance with the trial judge's instructions.

Prior to Trial

The submission of the electronic evidence files should occur after the parties are reasonably certain that the lists are complete to avoid apiecemeal submission of files to the Court.

How to Submit Electronic Exhibit Files

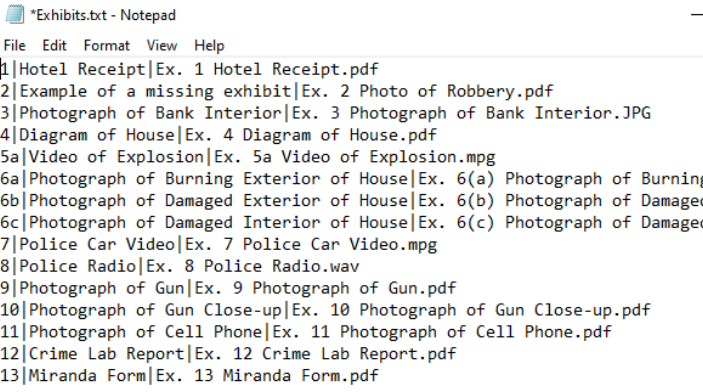|		
You will be organizing your exhibits in such a way that theycan be imported into the Jury Evidence Recording System (JERS). Notice that it has an exhibit number. You will be responsible for numbering your exhibits and giving it a good description. TheCourtroom Deputy (CRD) will give it the prefix of Def or Pla	This is what the Jury will see: 	Notice that it has an exhibit description.

Load your exhibits onto a USB drive (thumb drive), DVD, CD or external USB hard drive. It should look something like this. It is helpful to number your exhibits and give them a user-friendly description.	**Name** **Type** PDF Ex. 1 Hotel Receipt.pdf Microsoft Edge PDF Document Ex. 3 Photograph of Bank Interior.JPG JPG File PDF Ex. 4 Diagram of House.pdf Microsoft Edge PDF Document Ex. 5a Video of Explosion.mpg MPG Video File (VLC) Ex. 6(a) Photograph of Burning Exterior of House.jpg JPG File Ex. 6(b) Photograph of Damaged Exterior of House.jpg JPG File Ex. 6(c) Photograph of Damaged Interior of House.jpg JPG File Ex. 7 Police Car Video.mpg MPG Video File (VLC) Ex. 8 Police Radio.wav WAV Audio File (VLC) PDF Ex. 9 Photograph of Gun.pdf Microsoft Edge PDF Document PDF Ex. 10 Photograph of Gun Close-up.pdf Microsoft Edge PDF Document PDF Ex. 11 Photograph of Cell Phone.pdf Microsoft Edge PDF Document PDF Ex. 12 Crime Lab Report.pdf Microsoft Edge PDF Document PDF Ex. 13 Miranda Form.pdf Microsoft Edge PDF Document Exhibits.txt Text Document	Electronic exhibits must be in the following formats: Documents → .pdf Images → .jpg, .gif., .png, .pdf A/V Recordings → .avi, .mpg, .mp3, .mp4 File sizes must not exceed 500MB. Exhibits exceeding this size limit must be separated into smaller files. Images may be reduced in size by reducing their dimensions, usually with minimal effect to viewing quality. PDF file types are to be in PDF/A format and should be reduced in size using tools and features like Adobe Acrobat's "Reduce File Size." (Information about PDF/A is available here). Documents and images must be properly oriented for viewing.
Create a text file on your USB drive called "Exhibits.txt" This will act as the instructions for the JERS software to import your electronic exhibits into the JERS database. It has three components: Exhibit Number Exhibit Description Exhibit File Name Each of these components will be separated by the "pipe" symbol: |	Example of Exibits.txt file: *Exhibits.txt - Notepad File Edit Format View Help 1|Hotel Receipt|Ex. 1 Hotel Receipt.pdf 2|Example of a missing exhibit|Ex. 2 Photo of Robbery.pdf 3|Photograph of Bank Interior|Ex. 3 Photograph of Bank Interior.JPG 4|Diagram of House|Ex. 4 Diagram of House.pdf 5a|Video of Explosion|Ex. 5a Video of Explosion.mpg 6a|Photograph of Burning Exterior of House|Ex. 6(a) Photograph of Burning 6b|Photograph of Damaged Exterior of House|Ex. 6(b) Photograph of Damaged 6c|Photograph of Damaged Interior of House|Ex. 6(c) Photograph of Damaged 7|Police Car Video|Ex. 7 Police Car Video.mpg 8|Police Radio|Ex. 8 Police Radio.wav 9|Photograph of Gun|Ex. 9 Photograph of Gun.pdf 10|Photograph of Gun Close-up|Ex. 10 Photograph of Gun Close-up.pdf 11|Photograph of Cell Phone|Ex. 11 Photograph of Cell Phone.pdf 12|Crime Lab Report|Ex. 12 Crime Lab Report.pdf 13|Miranda Form|Ex. 13 Miranda Form.pdf	

Exhibit Number

The Exhibit Number will be visibleto the Jury.

It can have sub-parts (1a, 1b, 1c,etc.)

Do not include leading zeros inexhibit numbers.

Exhibit Description

Give a description that the Jury will find helpful.

DO NOT use prejudicial names or descriptions.

The Court may choose to release the exhibits without including the descriptions.

Allowable punctuation in descriptions and file names are underscores, spaces, parenthesis,and periods only.

Example of one line of the Exhibits.txt file:

Exhibit Description

1|Hotel Receipt|Ex.1 Hotel Receipt.pdf

Exhibit File Name

Exhibit Number

Press Button to View an Exhibit	Book-mark	
Def 1	✓	Hotel Receipt
Def 3	✓	Photograph of Bank Interior
Def 4	✓	Diagram of House
Def 5-a	✓	Video of Explosion
Def 6-a	✓	Photograph of Burning Exterior of House
Def 6-b	✓	Photograph of Damaged Exterior of House
Def 6-c	✓	Photograph of Damaged Interior of House
Def 7	✓	Police Car Video
Def 8	✓	Police Radio
Def 9	✓	Photograph of Gun
Def 10	✓	Photograph of Gun Close-up
Def 11	✓	Photograph of Cell Phone
Def 12	✓	Crime Lab Report
Def 13	✓	Miranda Form

Formatting Exhibits.txt

The Exhibit File Name in the Exhibits.txt must be the same as your File Name onthe USB drive.

There are no spaces before or after the " | " (pipe) symbol.

File Names

File names must not exceed 208 characters in length.

Name
- Ex. 1 Hotel Receipt.pdf
- Ex. 3 Photograph of Bank Interior.JPG
- Ex. 4 Diagram of House.pdf
- Ex. 5a Video of Explosion.mpg
- Ex. 6(a) Photograph of Burning Exterior of House.jpg
- Ex. 6(b) Photograph of Damaged Exterior of House.jpg
- Ex. 6(c) Photograph of Damaged Interior of House.jpg
- Ex. 7 Police Car Video.mpg
- Ex. 8 Police Radio.wav
- Ex. 9 Photograph of Gun.pdf
- Ex. 10 Photograph of Gun Close-up.pdf
- Ex. 11 Photograph of Cell Phone.pdf
- Ex. 12 Crime Lab Report.pdf
- Ex. 13 Miranda Form.pdf
- Exhibits.txt

After the files are imported into the JERS system, they will be reviewed by the Courtroom Deputy Clerk (CRD). If there are any illegibleexhibits or other file errors, the CRD will contact the offering party and request a corrected file.

During Trial

At the conclusion of each trial day, parties may be required to review the exhibits admitted into evidence with the CRD to limit the time between closing arguments and when the exhibits may be released to the jury to begin deliberations.

If necessary, additional exhibits may be submitted by the parties to the CRD during trial. The file type requirements outlined above still apply and the electronic exhibit file(s) must be submitted on USB flash media (*i.e.*, thumb drive), external USB hard drive, DVD, or CD. An **Exhibits.txt** file, however, will not be required.

Final Review of Exhibits

Prior to closing arguments, the parties are to confer for a final review of those exhibits to be released to the jury. The parties shouldanticipate extra time for this review. Exhibits not marked as "admitted" will not be released to the jury.

Prior to deliberations, jurors will watch a tutorial video explaining how to use the JERS system, which covers selecting and viewing documents; starting,pausing, and stopping videos; and other functions to review evidence.

Questions

Contact the Judge's Courtroom Deputy Clerk for questions regarding the JERS system.